

City of Columbus

Date of Request: 2/21/13

Date Required: As soon as possible

Position: Animal Care Services General Manager

Department: Animal Care Services

Job Opening: Full-time

Salary Range: \$34,670 - \$49,528

FLSA: Exempt

Supervised By: Chief of Police Jason Maddix

Supervises: Animal Care Services Enforcement Manager, Enforcement Officers, Kennel Assistant(s) and any applicable volunteers.

Applications Deadline: 3/8/13

Applications can be picked up in the Personnel Office at 123 Washington Street, Columbus IN 47201 or online at www.columbus.in.gov on the Career link.

Summary: This position would be responsible for the day to day operations of the Animal Care Facility and supervising all employees of Animal Care Services. Fostering relationships with private animal organizations in an effort to increase the spay and neuter rates and pet adoptions will be a key function within this role. This role would also require measurable goals be established in areas such as decreasing the number of pets euthanized for medical and behavioral reasons. Also, this position places a heavy emphasis on proactive public relations and high visibility at community events.

Job Requirements:

- Must possess a high school diploma or equivalent.
- Must not have a felony conviction.
- Must have a valid driver's license.
- Must be a United States Citizen.
- Must be able to read personnel policies and procedures.
- Writing/typing skills are necessary.
- Must be able to effectively and courteously respond to complaints and requests for information from co-workers and citizens.
- Must follow all policies/procedures outlined in the City of Columbus Employee Personnel Booklet and Columbus Police Department General Orders, Policies, Rules and Regulations and directives, as they apply to the Animal Care Services Center.
- Must have a good working knowledge of the proper handling, care and feeding of the varied species of animals handled by the Center.
- Ability to communicate and deal tactfully with the public in all types of situations.
- Ability to interpret and follow laws, rules and policies.
- Good working knowledge of basic office skills, including; reading, computer operations, typing, filing, writing of reports, maintaining records and basic math skills.

- Working knowledge of use of medications for animals, animal diseases and animal behavior.
- Ability to understand and interpret signs of disease and temperament displayed by animals.
- Working knowledge of local and state animal related laws.
- Must maintain physical ability to perform essential position responsibilities.
- Successfully pass a background investigation.
- Pass physical and drug screening tests.
- Must maintain confidentiality.
- Must be able and willing to work weekends, holidays and more than 40 hour weeks/extended hours when needed; and
- Perform all other duties as assigned.

Essential Position Responsibilities:

- Must be proficient at all job duties related to that of an Animal Care Services Officer and Animal Care Services Enforcement Manager as listed in the Columbus Police Department, Columbus Animal Care Services Center, job descriptions.
- Supervise all Kennel Assistants, Animal Care Service Officers and Animal Care Service Enforcement Managers on every shift.
- Maintain personnel files.
- Manage all time scheduling including on-call schedules and maintain proper records daily and by pay period.
- Manage and prepare all scheduling, time keeping, and overtime reports.
- Assist the Chief of Police with establishing and maintaining the budget for the Animal Care Services Center.
- Plan, organize and direct all activities related to the Animal Care Services Center.
- Responsible for the Animal Care Services Center's budget and the collection and disposition of license and adoption fees.
- Responsible for daily operation of kennel facility, including care and feeding of animals.
- Maintains records of adoptions, impoundments and licenses.
- Schedules and coordinates Animal Care Services Center's volunteer program.
- Develops and implements programs with private animal organizations that increase the spay/neuter rates and pet adoption rates.
- Is proactive with public relations, including but not limited to attending high visibility community events, performing media interviews, implementing and sustaining marketing strategies, etc.
- Organize community presentations.
- Implement and sustain measureable goals, including but not limited to decreasing the number of pets euthanized for medical and behavior problems.

- Focus on improving shelter conditions, including but not limited to planning for facility improvements and expansions.
- Implement and sustain fundraising efforts for facility improvements and medical adoption fund.
- Develop and manage a robust, well-marketed and well-run volunteer program to include walking dogs, socializing with dogs and cats, and helping clean pets and facilities.
- Implement and sustain best practices of progressive public and private shelters.
- Perform any other related assignment.

Note: *This job description is intended to provide a general overview of typical general duties as well as the complexity of the work to be performed by this staff member. It is not intended as an exhaustive list of all duties, responsibilities, or specific tasks required of this person.*

AN EQUAL OPPORTUNITY EMPLOYER

M/F/H/V